



TIES Training Center

Professional Development Classes

JUNE – SEPTEMBER 2012

CURRICULUM INTEGRATION RESOURCES

Assessment Using Technology

Join in for an exploration of favorite online tools for assessment. Think about how you can apply tools like rubric makers, checklists, surveys, polls and quizzes to impact assessment at your school. Be sure to bring your cell phone to this class. Kids love technology; maybe we can utilize these tools so they feel more positively about assessment! NETS-T: 2d, 3a, 3d, 4b

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

1080S12A 8/8/2012 8:30 – 3:30

Connecting Globally Through Videoconferencing

Videoconferencing provides a wide variety of ways to bring relevant, real-world learning experiences to the 21st century classroom. In this workshop, participants will learn about the different ways to videoconference, how to put together a video field trip or videoconferencing project with their students, and how to find and use content providers such as the Minnesota Zoo, International Wolf Center, and Minnesota History Center with your students. We will also explore a variety of tools for videoconferencing, including desktop, web-based tools like Skype and H.323 interactive television.

NETS-T: 2a, 2b, 2c, 2d

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

1170S12A 7/25/2012 8:30 – 3:30

1170S12B 9/26/2012 8:30 – 3:30

Digital Storytelling Academy

8155S12A begins 7/31/2012

Information on page 12

Enhancing Active Learning Using Technology

Extend proven active learning strategies using free online technology tools to experience the connection between technology, active learning, and teaching. Active learning is the process of engaging students as participants in their own learning. This session will focus on the application of technology tools to enhance active learning strategies, including collaborative learning in a back-channel discussion, KWL creation through online whiteboards, think-pair-share using online audio recorders and concept mapping with electronic graphic organizers or mind maps. NETS-T: 2b, 3a, 4b

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

1070S12A 7/12/2012 12:30 – 3:30

Flipped Classroom Seminar

NEW

Have you ever considered changing how you deliver instruction and work with students during the day? The Flipped Classroom is an instructional strategy in which a teacher “flips” their day, providing delivery of the “lecture” or instructional portion of the class to the students in a recorded format which is viewed or listened to by the student outside of class time, and then facilitating student learning as they work independently or in small groups during class on project work, reinforcing concepts, and responding to questions. If you have ever wondered how you might have more time to differentiate instruction and work directly with your students and participate in their discussions, interactivity, and inquiry, the flipped classroom model might be for you.

Join us for two days to learn the skills you need to get started and create a model session. This seminar will blend learning about best practices and flipped classroom models with development time to create your own flipped lesson. Participants in this workshop will prepare by reviewing content sent in advance, learn about the current thinking on how to make effective flipped lessons, and discover how to apply these concepts to your own lessons. You will also learn how to make the instructional material available to students using audio, video, slideshows, animation, interactives, online manipulatives, and other tools. Bring your own technology, or use TIES’ but make sure you have a tool (USB drive, Google account, Dropbox, laptop, or other device) to take your completed content with you for the coming school year. NETS-T: 1a, 2b, 3c, 5a

Fee: \$240 TIES Member and \$265 Non-TIES Member
Macintosh/Windows Classes—Bring Your Own Laptop
8175S12A 6/20 – 6/21/2012 8:30 – 3:30

GarageBand for the iPad

NEW

This is a bring-your-own instrument party—bring your iPad and we will make music together. No experience necessary! Play guitar, the piano, or drums like a pro, with just one finger! The touch-screen instruments make creating and playing music accessible to anyone, even those without access to real instruments, or the ability to play them. This workshop will take you through the basics of the application, how to move songs created on the iPad to the full GarageBand application, and give you ideas for classroom projects and applications. GarageBand on the iPad is very different from the computer version—way more fun! No previous experience with GarageBand necessary. Must bring your own iPad with GarageBand installed (\$4.99 at the App store). NETS-T: 2a, 2c, 3d

Fee: \$80 TIES Member and Non-TIES Member
Macintosh/Windows Classes—Bring Your Own iPad
6110S12A 9/20/2012 8:30 – 11:30

Google Apps for Education

The Bring Your Own Laptop workshop supports teachers in using a district domain of Google Apps for Education. Google Certified Teachers will share ways to use Google Docs, Google Sites, Gmail and Google Calendar in your professional and classroom assignments. This workshop is for teachers who already have Google Apps for Education in their district and some experience using Google Apps for Education tools. Participants will get access to the Google Workshops for Educators Network.

NETS-T: 1c, 1d, 3b, 3d

Fee: \$250 TIES Member and Non-TIES Member

Macintosh/Windows Classes—Bring Your Own Laptop

6037S12A 8/8/2012 8:30 – 3:30

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iBooks Author— Creating Multi-Media Books for the iPad **NEW**

Apple's iAuthor application for Mac OS X Lion now makes it easier than ever to create multi-media content for the iPad. This workshop will take an in depth look at using iAuthor to create materials, distributing the content to the iPad, and using the content in the iBooks app. This is a hands on workshop with extensive work time so bring materials to create books that you can take with you at the end of the day. We encourage you to bring your iPad. NETS-T: 1d, 2c, 2d, 3a

Fee: \$160 Non-TIES Member

Macintosh Classes

6112S12A6/14/20128:30 – 3:30

Inspiration 9

Inspiration is a visual learning tool for teachers and students to develop ideas and organize thinking and writing. This workshop will review the use of the four modes in version 9: concept maps, mind maps, outlines and presentations. Inspiration includes a graphics library, more than ninety built in templates to help you integrate visual learning into the classroom and the ability to transfer graphic organizers and outlines to a word processor for further writing development.

NETS-T: 1a, 1c, 2a, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

6180S12A8/7/20128:30 – 11:30

iPad Basics for School Administrators

The demand for using personal technology devices in schools is a game changer in the education world and Apple's iPad has reached the top of the list. This half day workshop will teach you to use the iPad as it comes out of the box, including customizing settings to meet your needs, tips and tricks for iPad navigation, review of native apps, and best practices for acquiring content.

Nets-A: 2b, 2c, 3a, 3d

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

6107S12A8/9/20128:30 – 11:30

6107S12B9/18/20128:30 – 11:30

Administrators on the Go—Using the iPad to Increase Personal and Professional Productivity

Come and see how to be a true education leader in the area of technology. This half-day workshop is designed to give school administrators ideas on how to use the iPad as a tool to increase personal productivity and execute administrative tasks. Participants will explore ways to make presentations, digitally observe staff, and download apps to increase productivity and help streamline daily workflow. Bring Your Own iPad. TIES will also bring a few for people to try. Nets-A: 2b, 2c, 3a, 3d

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

6108S12A8/9/201212:30 – 3:30

6108S12B9/18/201212:30 – 3:30

iPad Intermediate—iPads for Assessment **NEW**

Portability and free/inexpensive apps make iPads an excellent tool for assessment in your classroom. Explore the ways you can integrate technology into your assessments using the iPad and iOS platform. The workshop will focus on free and options for collecting and reviewing assessment data. Prerequisite: participants should be comfortable using the iPad and apps appropriate to their content area/grade level.

NETS-T: 2a, 2b, 2c, 2d

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

6111S12A7/19/20128:30 – 11:30

iPad Intermediate—K-6 Classroom Use

Formerly iPad Apps in the K-6 Classroom

iPads are a revolutionary tool for the classroom. This workshop will explore ways to use apps and other content to engage students in 21st Century skills. The iPad can be used to focus on specific skill development or as a tool to take students to a new level of creativity. We will explore ways to evaluate and find apps that are relevant for your classroom. If you are new to the iPad it is highly recommended that you take iPad Basics before taking this course. Participants are encouraged to come with ideas to share. Note that content of this course is also relevant for the iPod touch. NETS-T: 2a, 2c, 3d

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6101S12A7/11/20128:30 – 3:30

6101S12B8/7/20128:30 – 3:30

iPad Intermediate—Secondary Classroom Use

Formerly iPad Apps in the Secondary Classroom

iPads are a revolutionary tool for the classroom. This workshop will explore ways to use apps and other content to engage students in 21st Century skills. The iPad can be used to focus on specific skill development or as a tool to take students to a new level of creativity. We will explore ways to evaluate and find apps that are relevant for your classroom. If you are new to the iPad it is highly recommended that you take iPad Basics before taking this course. Participants are encouraged to come with ideas to share. Note that content of this course is also relevant for the iPod touch. NETS-T: 2a, 2c, 3d

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6102S12A7/10/20128:30 – 3:30

iPad Intermediate— Special Education Classroom Use *Formerly iPad Apps in the Special Education Classroom*

The iPad is a device used frequently to support student learning in the special education environment. In this workshop we will consider how the iPad can be used as an assistive technology device as it comes out of the box. In addition, we will explore popular apps and other content based resources that enhance the Special Education classroom. If you are new to the iPad it is highly recommended that you take iPad Basics before taking this course. Participants are encouraged to come with ideas to share. Note that content of this course is also relevant for the iPod Touch. NETS-T: 3d, 2a, 2c

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6105S12A7/3/20128:30 – 3:30

6105S12B7/25/20128:30 – 3:30

iPad Advanced—Lesson Development and Integration **NEW**

This course is designed for the teacher who is already familiar with iPad operation, but would like some guidance and best practices for integrating the iPad with instruction. Participants in this class will learn how to teach with an iPad, including using tools for lesson planning, assignments, submission of student work, assessment, and using iPad apps as learning objects. Participants are encouraged to bring app ideas and/or lesson plans in which use of the iPad, apps, and other tools can be explored to build deeper understanding and greater engagement for students. iPads will be provided for use in class, but participants are welcome to bring their own if preferred. Suggested prerequisite courses include Introduction to the iPad and either iPads for the K-6 Classroom or iPads for the Secondary Classroom.

NETS-T: 1b, 1c, 2b, 2c

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6109S12A8/16/20128:30 – 3:30

For more iPad offerings see page 6

iTunes for the Classroom

iTunes is a free digital media player available for both Windows and Mac that helps you play, manage and find digital content. In this workshop you will learn how to find relevant classroom content, including in the new iTunes U, organize your content in a variety of ways, and playback your findings in your classroom. This is foundational knowledge that is briefly covered in the iPodtouch and iPad workshops. It is recommended that you take this course if you need more time with iTunes.

NETS-T: 2a, 3c, 5a

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

4444S12A7/12/20128:30 – 11:30

Earn your administrative CEUs online!

Announcing...

Whitewater Learning® E-Education for Educators

The only preapproved online learning program for Minnesota administrators and teachers.

Check it out at:

<http://whitewater-elearning.com>

A partner of TIES



Kidspiration 3

Kidspiration 3 for K-5 students is designed to improve thinking, literacy and math skills. This workshop will cover the new language arts options include a searchable symbol library, combination thesaurus and dictionary, and enhanced audio support for student recordings. Math features have been expanded with five visual math tools (color tiles, pattern blocks, base 10 blocks, fraction tiles, and fraction boxes) to use in combination with the Math SuperGrouper, Math Text Boxes and a Cross-Out Stamp. Learn the software and have time to explore the integration possibilities using the dozens of included activity templates as well as creating your own.

NETS-T: 1a, 1c, 2a, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

6181S12A8/7/201212:30 – 3:30

The Power of Primary Sources— Experience the Past with Today's Technology

NEW

Learn how to use primary sources in history, science and throughout the curriculum for all age groups. Together we'll explore the Library of Congress American Memory Collections and the Library of Congress Teachers Page; learn strategies for finding appropriate primary sources; and discover how to create engaging activities that help students develop critical thinking skills. The emphasis will be on practical activities that can be adapted for diverse content and student ages. Explore the possibilities! NETS-T: 2a, 3d

Fee: \$80 Non-TIES Member

Web-based Classes

0750S12A 7/17/2012 12:30 – 3:30

0750S12B 8/6/2012 8:30 – 11:30

Technology Integrationist Cohort

1400S12Abegins 8/14/2012

Information on page 13

Thinkfinity—Explore Internet Resources

Thinkfinity provides free high-quality K-12 Internet content for your classroom, including lesson plans, cross-disciplinary resources and interactive student tools, mapped to Minnesota Academic Standards and accessible through a powerful search engine. This workshop will provide an overview of the Thinkfinity site and allow participants extensive time to explore the resources available across the content areas.

NETS-T: 1b, 2a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

4980S12A 9/20/2012 8:30 – 3:30

21st Century Skills Tools & Learning Resources

Students need to master skills beyond basic content knowledge to succeed both academically and economically in a global economy. This workshop provides an overview of the components of 21st Century Skills, along with a wide array of tools and teaching strategies for helping students of all ages build these skills. Participants will leave the workshop with a complete understanding of 21st century skills and how to start incorporating these with content knowledge instruction.

NETS-T: 1a, 1b, 1c, 1d, 2a, 2b, 2c, 2d, 4a, 4b, 4c, 4d

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

8032S12A 8/17/2012 8:30 – 3:30

8032S12B 9/21/2012 8:30 – 3:30

PRODUCTIVITY

COMPUTER BASICS

Tips and Tricks for Mac Computer Organization

Your computer is your number one work tool. When was the last time you assessed your electronic files? In this workshop, participants will learn how to keep their electronic information organized and easily accessible on their Mac computer. Participants are encouraged to bring their own Mac laptop computer (OS 10.4 or later) or a USB flash drive so that they will be able to apply strategies immediately to their own computer. The workshop will cover Mac OS tools as well as free, third party applications that will help participants with organization and efficiency. Participants will be able to find file information as well as locate and organize existing files in an efficient way. Participants will also personalizing their workspace, set preferences, troubleshoot common problems, and determine the best strategies for common daily processes so that they are more efficient in their workflow. NETS-T: 1a, 3a, 3b

Fee: \$160 Non-TIES Member

Macintosh Classes

0600S12A7/19/20128:30 – 3:30

DATABASE

Access 2010 for Windows Introduction

The 2010 Ribbon interface and the File Tab have replaced the menu bars, tool bars, Microsoft Office Button and task panes of earlier versions of Access. Learn to identify basic database concepts and terminology using Access, a powerful relational database designed for the Windows environment. This workshop will provide the skills needed to create a simple table, enter data in a table or a form, extract data using filters and queries, and print a report using the Report Wizard or a variety provided templates. Access is a relational database, workshop participants should be familiar with spreadsheet tools like Excel as well as the Windows OS environment.

NETS-T: 1b, 2d, 5b

Fee: \$160 Non-TIES Member

Windows Classes

2507S12A6/27/20128:30 – 3:30

Access 2010 for Windows Queries

The 2010 Ribbon interface and the File Tab have replaced the menu bars, tool bars, Microsoft Office Button, and task panes of earlier versions of Access. In this workshop, we will concentrate on understanding, constructing and executing a range of queries. Participants will review basic select queries, then create more advanced queries such as, parameter, cross tab, make table, delete and update queries. The focus of this workshop is to have participants successfully try and comprehend the applications of this key feature of the Access toolset because good queries can transform simple data-bits into actionable information. This workshop assumes that the participant is ready to take on intermediate level material and has some practical knowledge about the use of Access in the field. NETS-T: 1b, 2d, 5b

Fee: \$160 Non-TIES Member

Windows Classes

2560S12A7/27/20128:30 – 3:30

Excel 2010 for Windows Introduction

This workshop will introduce the updated Ribbon interface of Excel 2010. The 2010 Ribbon interface and the File Tab have replaced the menu bars, tool bars, Microsoft Office button and task panes of earlier versions of Excel. This course provides an understanding of how spreadsheets can be used to calculate and analyze numbers, as well as display data. In this workshop participants will become familiar with basic worksheet concepts and learn to enter and format data, create formulas and print basic worksheets. Basic familiarity with Windows and how to use it is critical for this class, but no spreadsheet familiarity is required. NETS-T: 2a, 1b, 2b

Fee: \$160 Non-TIES Member

Windows Classes

3215S12A7/11/20128:30 – 3:30

3215S12B8/8/20128:30 – 3:30

Excel 2010 for Windows Intermediate

This workshop will use the new Ribbon interface of Excel 2010. The 2010 Ribbon interface and the Office Button have replaced the menu bars, tool bars, and task panes of earlier versions of Excel. Build on the skills you developed in Excel 2010 Introduction. This workshop will focus on working with functions, multiple worksheets and some of the data commands. Participants in this workshop will use average, vlookup and the if functions, manage multiple sheets in a workbook, use range names and create 3D formulas. We will also take a look at some of the new features of Excel like SparkLines and take a look around to see where things have been relocated to or removed since the last version. NETS-T: 1b, 2a, 2b

Fee: \$160 Non-TIES Member

Windows Classes

3233S12A7/18/20128:30 – 3:30

Also offered online, see page 9

When registering for a full class your name will be placed on a waiting list and you will be contacted if an opening becomes available.

Excel 2010—Introduction to Pivot Tables and Other Database Features

This workshop introduces tools that will help you organize your data so that you can analyze it more easily. Auto filter, advanced filter, subtotals, database functions, and an investigation of pivot tables will be conducted. In addition we will consider some other database features as time allows. Other features, such as concatenation and parsing, and importing data from text files or delimited files will be covered. Participants in this workshop have already mastered the material covered in the intermediate level of Excel 2010 and are ready for taking this tool to the next level—data-driven decision making and leveraging quantitative information to describe essential functions and realities in, around and beyond the classroom. Please bring your insights about how you might use data differently and you may even consider bringing in a sample of your dataset to consider the implications of these new tools and approaches to data analysis.

NETS-T: 5b, 1b, 3a, 2b

Fee: \$80 Non-TIES Member

Windows Classes

3252S12A7/16/201212:30 – 3:30

Excel 2011 for Macintosh Introduction

Office 2011 for the Macintosh has the many of the same features as 2008 but a new look. Now Apple users are able to have the increased efficiency of the “Ribbon” as Windows users have. We will consider this new development as well as see what power of productivity the other aspects of this tool can bring to your daily work, learning and teaching. This course provides an understanding of how spreadsheets can be used to calculate and analyze numbers, as well as display data. Participants will become familiar with basic worksheet concepts and learn to enter and format data, create formulas and print basic worksheets. Workshop attendees should be familiar with the Mac OS and generally comfortable with at least one other Office program to best leverage the learning in this experience. NETS-T: 1b, 2a, 2b

Fee: \$160 Non-TIES Member

Macintosh Classes

3219S12A6/20/20128:30 – 3:30

Excel 2011 for Macintosh Intermediate

This workshop will focus on working with functions, multiple worksheets and some of the data commands. Participants in this workshop will use common Excel functions—average, maximum, minimum, if, vlookup; manage multiple sheets in a workbook; group and link worksheets to create 3D formulas; explore data commands (sort, auto filter, data subtotals); and learn to apply formats and charts from the Elements Gallery. As this workshop builds on the learning foundation built with the introductory level material it is essential that users have that base knowledge to best succeed in this learning environment. Comfort in the Mac OS will be assumed. NETS-T: 1b, 2a, 2b

Fee: \$160 Non-TIES Member

Macintosh Classes

3234S12A7/31/20128:30 – 3:30

Also offered online, see page 9

FileMaker Pro v.11 Intermediate

Expand on the skills you gained in Introduction to FileMaker Pro. This workshop will cover modifying layouts and formatting windows, using find and sort commands, accessing codes, importing and exporting files, and producing a mail merge document. Emphasis will be placed on using various data entry options, including calculated and summary fields. Participants should understand database structure, field creation and layout organization. NETS-T: 3a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

2426S12A9/25/20128:30 – 3:30

DESKTOP PUBLISHING

Adobe Acrobat Professional in the Classroom

Adobe Acrobat allows you to easily create and distribute media-rich curriculum, lesson plans, project materials, and homework assignments. In this workshop, you will explore how to insert a variety of multimedia, create forms for user input, and enable comments in Adobe Reader. You will also become familiar with the communication and collaboration tools available on Acrobat.com. If you thought Adobe Acrobat was “just” for converting PDFs this is the workshop for you!

NETS-T: 1c, 2a, 2c, 3a, 3b, 3c, 4a, 4b, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

7555S12A7/25/20128:30 – 3:30

Publisher 2010 for Windows Introduction

Publisher is an easy-to-learn desktop publishing program that teachers, students and district staff can use to create flyers, newsletters, brochures, greeting cards and more. Participants will learn the basics of planning and creating quality documents and apply the theory that has been introduced using built-in templates. Workshop participants should be familiar with a word processor like MS Word. You may want to bring an example of a document on a USB drive that you are working on if you would like to have the instructor or your fellow students give thoughtful feedback on how you might improve it.

NETS-T: 3c, 1a, 1b, 2b

Fee: \$160 Non-TIES Member

Windows Classes

5701S12A7/11/20128:30 – 3:30

Class Prerequisites

TIES classes are developed with the following expectations of participants:

All class participants already know how to...

- Navigate around the desktop using a mouse
- Open and close applications and files
- Save a file

Additional prerequisites are listed for classes that require more knowledge.

LEARNING MANAGEMENT SYSTEM

Google Apps for Teaching Hybrid Courses

Hybrid education, where part of a student's course is face-to-face and part is online, is quickly advancing in education. Many teachers look to a Learning Management System (LMS), like Moodle Blackboard, D2L and Schoology for content delivery. This workshop will look to using free Google Applications as an LMS to design a hybrid course. Participants will organize a Google Site to integrate Calendar and Google Talk for communication and time management. We will also discuss how to organize and share Google Docs to manage student work. Participants need a Google account and should have working understanding of the Apps listed.

NETS-T: 1c, 1d, 2a, 3c, 3d

Fee: \$80 Non-TIES Member

Web-based Classes

6040S12A7/3/20128:30 – 11:30

Moodle—Embedding Content

When using Moodle, teachers need to remember that Moodle doesn't provide content, it is drawn from several sources. One of the easiest ways to add content to a course is to embed it from another web site. This 3-hour workshop will expose participants to several sources for embedded content and demonstrate how to add it to courses using HTML code. Participants should have an understanding of Moodle and an existing course.

NETS-T: 3a, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

1053S12A6/27/20128:30 – 11:30

Moodle—Compact Course Design

When teachers first create courses in Moodle, they create courses as large scrolling lists of resources and activities. While effective, they can be text-intensive for students to follow. This three-hour workshop will demonstrate three techniques for compacting the large scrolling list into smaller self-contained units. Participants should have an understanding of Moodle and an existing course.

NETS-T: 3a, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

1054S12A6/27/201212:30 – 3:30

Using Moodle for Teaching Online

Moodle is an open-source learning management system (LMS) for organizing and administering a course online. This workshop will teach you to enhance your face-to-face classes or design a course for teaching online. We will introduce the system, add resources, design activities and assessments, and show you tips and tricks for teaching in a new format. NETS-T: 1d, 2b, 3b, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

1060S12A6/21/20128:30 – 3:30

1060S12B8/1/20128:30 – 3:30

1060S12C9/19/20128:30 – 3:30



OFFICE OVERVIEW

Office 2010 for Windows Overview for Experienced Users

Where is the File menu? How do I print? Office has a whole new look. The old menus and toolbars have been replaced by the ribbon, tabs, groups, commands, dialogue box launchers, mini toolbars and the quick access toolbar. Come to this workshop to play with the new versions of Word, Excel and PowerPoint. (Previous experience with Microsoft Office products is recommended.)

NETS-T: 1b, 3a, 3b, 3c, 3d

Fee: \$80 Non-TIES Member

Windows Classes

0210S12A9/11/20128:30 – 11:30

Also offered online, see page 9

Office 2011 for Macintosh Overview for Experienced Users

Where is the Toolbox? How do I print? Office has a whole new look. The formatting palette, toolbox and toolbars have been replaced by the ribbon, tabs, groups, commands, dialogue box launchers, mini toolbars, and more. Come to this workshop to explore and practice the new versions of Word, Excel and PowerPoint. Previous experience with Microsoft Office products is required.

NETS-T: 1b, 3a, 3b, 3c, 3d

Fee: \$80 Non-TIES Member

Macintosh Classes

0211S12A7/24/201212:30 – 3:30

Also offered online, see page 9

PRESENTATION TOOLS

PowerPoint 2010 for Windows Introduction

This workshop will help you learn to leverage the full power of the changes that have been brought to PowerPoint in its 2010 version. The 2010 Ribbon interface and the File Tab have replaced the menu bars, tool bars, and task panes of earlier versions of PowerPoint. Create professional-looking presentations quickly and easily using PowerPoint 2010. Collaborate with others easily and incorporate Audio, Video as well as gorgeous diagrams using SmartArt. In this workshop, we will create slide shows incorporating text, clip art, transitions, design templates and animated text and objects. Though a level of comfort with Windows is useful to using this software no experience with presentation software is necessary to get the most out of this workshop. We recommend bringing some ideas that you have for presentation material that you could use back at work and a USB to save what you built to take it back to the office or classroom with you. NETS-T: 2b, 3c, 4a

Fee: \$160 Non-TIES Member

Windows Classes

5685S12A6/28/20128:30 – 3:30

5685S12B7/17/20128:30 – 3:30

PowerPoint 2010 for Windows Intermediate

This workshop will use the ribbon interface of PowerPoint 2010. The newest version of PowerPoint has upgraded features to simplify creating a presentation. Take the next steps and build on what you learned in the introductory level of this series, discover some of the features of PowerPoint 2010 that can be used to customize a presentations so they don't look like everybody else's. Insert hyperlinks and action buttons, make changes to the master slide, insert movies and sounds and work with animations. Bring an example of a slide show that you want to create or edit so we can work on it together. Bring a USB drive to take your great work with you.

NETS-T: 2b, 3c, 4a

Fee: \$160 Non-TIES Member

Windows Classes

5686S12A7/30/20128:30 – 3:30

Also offered online, see page 9

PowerPoint 2011 for Macintosh Introduction

The new version of PowerPoint has features to simplify presentation creation utilizing the new Ribbon interface, gallery, templates, and easy integration of iPhoto and iTunes. In this workshop, you will learn to create professional-looking presentations quickly and easily. We will create slide shows incorporating text, clip art, transitions, design templates and animated text and objects. We'll also learn about the features available while presenting a slide show. NETS-T: 2b, 3c, 4a

Fee: \$160 Non-TIES Member

Macintosh Classes

5691S12A8/1/20128:30 – 3:30

5691S12B9/27/20128:30 – 3:30

PowerPoint 2011 for Macintosh Intermediate

Discover some of the intermediate features of the new PowerPoint 2011 that can be used to make your presentations special. During this workshop, we will maximize the resources in the Ribbon to insert hyperlinks and action buttons, make changes to the master slide, insert movies and sounds using the new easy iMovie and iTunes, work with animations, create new design templates and apply new theme designs. Participants should have skills described in the PowerPoint 2011 Introduction workshop. NETS-T: 2b, 3c, 4a

Fee: \$160 Non-TIES Member

Macintosh Classes

5692S12A8/17/20128:30 – 3:30

Also offered online, see page 9

WEB DEVELOPMENT

Adobe Dreamweaver CS4 Introduction

Dreamweaver is a professional web development tool that allows you to design, develop, and maintain standards-based websites and applications. In this workshop, you will explore the various palettes and tools, learn how to format text using HTML and CSS, insert images and links, and create tables and other web page elements. Upon conclusion of the workshop, you will have created an example web page that you can take with you.

NETS-T: 2a, 2b, 2c, 3a, 4b

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

3576S12A9/27/20128:30 – 3:30

WORD PROCESSING

Word 2010 for Windows Introduction

This workshop is an introduction to Word 2010. The 2010 Ribbon and Office Button have replaced the menu bars, tool bars, and task panes of earlier versions of Microsoft Word. In this workshop we will concentrate on the basic word processing features and some of the other Word features you may not be familiar with. Some of the topics covered include: typing and formatting text, setting tabs, margins and indents; using the spell checker and auto correct features, and more. Familiarity with the Windows interface would be useful, but no specific software experience is needed. NETS-T: 3a, 3c

Fee: \$160 Non-TIES Member

Windows Classes

1220S12A9/12/20128:30 – 3:30

Word 2010 for Windows Intermediate

This workshop is an intermediate level workshop for Word 2010. Features to be covered will include the Windows 2010 ribbon feature, document formatting, illustrations, word art, tables of contents, bibliographies, page layouts, and mailings. Participants will leave this workshop with a thorough understanding of most of the capabilities of Word 2010 for Windows. Experience with using Word 2010 or attendance at a Word 2010 for Windows Introduction class is highly recommended.

NETS-T: 3a, 3d

Fee: \$160 Non-TIES Member

Windows Classes

1240S12A9/19/20128:30 – 3:30

Also offered online, see page 10

Word 2011 for Macintosh Introduction

Microsoft Word 2011 is the newest version of this popular word processing program. This workshop will concentrate on the basic word processing features. We will explore the new Ribbon interface and practice how to work effectively with the tabs, groups and command structure it utilizes. Topics covered include typing and formatting text; setting tabs, margins and indents; using the spell checker and auto correct features; and more. Familiarity with the Macintosh interface would be useful, but no specific software experience is required.

NETS-T: 3a, 3c

Fee: \$160 Non-TIES Member

Macintosh Classes

1215S12A6/29/20128:30 – 3:30

Word 2011 for Macintosh Intermediate

This workshop will cover Word 2011 intermediate skills, using this new version featuring the Ribbon interface. Participants will learn formatting, page layout, illustration, reference, citation, page layout and mailing features that will enable them to produce and distribute documents that look professional. Experience with Word 2011 in a work setting or completion of a Word 2011 for Macintosh Introduction class are highly recommended. NETS-T: 3a, 3c

Fee: \$160 Non-TIES Member

Macintosh Classes

1245S12A8/10/20128:30 – 3:30

Also offered online, see page 10

When registering for a full class your name will be placed on a waiting list and you will be contacted if an opening becomes available.

INTERACTIVE TECHNOLOGIES

iPAD

Introduction to the iPad

Formerly iPad Basics

An iPad is a cross between a mobile device and a tablet pc that extends the possibilities of learning beyond the classroom. This is a great tool for classroom learning and independent instruction on the go. In this workshop you will first learn how to work with your iPad as it comes out of the box. You will use iTunes to find free content and manage the content for your iPad. You will also learn how to use some of the built in functions of the iPad and the native apps. iPads are provided and participants are encouraged to come with ideas to share. Note the content of this course is also relevant for the iPod Touch.

NETS-T: 2c, 3d, 2a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6100S12A6/21/20128:30 – 3:30

6100S12B7/17/20128:30 – 3:30

6100S12C7/27/20128:30 – 3:30

iPad Advanced—

Management for Sets of 30 or Less

iPads, when individually managed can be fun and engaging learning tools but trying to work out the technical details of administering them for the mutual benefit of many people with diverging needs is difficult. In this workshop we will consider a range of technical best practices for the processes of administering up to 30 iPads. From install to updates and even scheduling we will talk about what works well and simplifies use of this powerful tool. Bring your technical issues and find out if others have solutions. You won't need your personal iPad for more than note taking as it won't be necessary for this demonstration, lecture and discussion oriented workshop.

NETS-T: 2a, 2d, 4a

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

6106S12A7/20/20128:30 – 11:30

INTERACTIVE WHITEBOARD TECHNOLOGIES

PROMETHEAN

ActivExpressions in the Classroom

This introductory workshop will provide a hands-on experience with the ActivExpression learner response system by providing overview of how to register the devices and use them with or without an interactive whiteboard. Participants will learn how to set up questions for multiple-choice, sort in order, numeric response, Likert scale and text-messaging capability. With the Self-Paced Learning mode, the questions appear on the screen of the device allowing a student to go at his or her own pace and the questions can adapt based on the student's response. NETS-T: 1d, 2a, 2b, 2c, 2d, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

5940S12A8/7/201212:30 – 3:30

Online Resources for the Interactive Whiteboard

NEW

Interactive whiteboards are engaging for teachers and students, but creating all of your own resources can be overwhelming. Explore how to maximize the use of your Interactive whiteboard using free resources on SMART Exchange and Promethean Planet and online sites for downloading SMART Notebook and Promethean files. Examine web sites with free online interactive resources and virtual manipulatives to use with any brand of board. We'll have plenty of time to search so you'll leave the session with an understanding of where to find resources that are ready to be implemented in your classroom and a list of ideas ready to go. Understanding of your brand of Interactive Whiteboard and its related software is expected. NETS-T: 2a, 3d, 4b

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

5937S12A8/9/201212:30 – 3:30

Promethean ActivInspire Core Essentials 1

This workshop is Part 1 of the introduction to ActivInspire and designed for district and building-level staff with a desire to learn ActivInspire. Upon completion of Part 1 participants will be able to create basic flipcharts using ActivInspire tools and the Resource Browser.

NETS-T: 1d, 3c, 5a, 5d, 2a, 2b, 2c, 2d

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5950S12A6/19/20128:30 – 3:30

5950S12B7/19/20128:30 – 3:30

Promethean ActivInspire Core Essentials 2

This workshop is Part 2 of the introduction to ActivInspire and designed for district and building-level staff with a desire to learn ActivInspire. Upon completion of Part 2 participants will be able to create basic flipcharts and focus on skills including the Object Browser, Magic Ink, Math Tools and Connectors.

NETS-T: 1d, 3c, 5a, 5d, 2a, 2b, 2c, 2d

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5951S12A6/26/20128:30 – 3:30

5951S12B7/26/20128:30 – 3:30

Promethean ActivInspire Beyond the Essentials

This workshop is designed for district and building level staff and will build upon skills learned in Core Essentials 1 and 2. Upon completion, participants will be able to incorporate a higher level of interactivity into their flipcharts by using containers and restrictors, as well as embedding multimedia. We will use the Property Browser to change features of objects and use the Action Browser to turn objects to attach linked files or behaviors.

NETS-T: 1d, 3c, 5a, 5d, 2a, 2b, 2c, 2d

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5952S12A7/10/20128:30 – 3:30

5952S12B8/2/20128:30 – 3:30

Promethean ActivInspire in the Music Classroom

Are you a music teacher or just want to use music in your classroom? In this hands-on workshop, learn to use the Promethean ActivInspire software to create flipcharts with song lyrics (text), images, sound files, web links, videos, rhythm patterns, and melody patterns. Special emphasis will be given to the music materials in the Resource Library: how to use them, and how to store patterns in the Library for re-use. Learn techniques for engaging students with the board, and keeping the rest of the class involved. NETS-T: 1d, 2a, 2b, 2c, 2d, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

5960S12A7/11/20128:30 – 11:30

Promethean Inspire—Designing with Marzano

This workshop will highlight simple strategies that you can incorporate into your lessons which capitalize on Marzano's student achievement findings, including time to create lessons that apply these strategies. Please bring curriculum materials to create lessons or lessons to tweak, as well as a USB flash drive to bring your lessons home. This class is designed for teachers who have had an ActivBoard for at least 6 months and have completed the Core Essentials and Beyond the Essentials.

NETS-T: 1d, 3c, 5a, 5d, 2a, 2b, 2c, 2d

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5953S12A7/12/20128:30 – 3:30

5953S12B8/9/20128:30 – 3:30

Promethean ActivInspire for Substitute Teachers

Many reserve teachers feel lost when they enter a classroom with an ActivBoard because they haven't had basic training on the technologies available. This workshop is designed to introduce participants to the ActivBoard and Inspire software so they can effectively navigate flipcharts. The workshop will allow participants to become comfortable using the ActivPen, manipulate objects and navigate existing flipcharts. NETS-T: 1d, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

5944S12A8/7/20128:30 – 11:30

SMART

Online Resources for the Interactive Whiteboard

NEW

Interactive whiteboards are engaging for teachers and students, but creating all of your own resources can be overwhelming. Explore how to maximize the use of your Interactive whiteboard using free resources on SMART Exchange and Promethean Planet and online sites for downloading SMART Notebook and Promethean files. Examine web sites with free online interactive resources and virtual manipulatives to use with any brand of board. We'll have plenty of time to search so you'll leave the session with an understanding of where to find resources that are ready to be implemented in your classroom and a list of ideas ready to go. Understanding of your brand of Interactive Whiteboard and its related software is expected. NETS-T: 2a, 3d, 4b

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

5937S12A8/9/201212:30 – 3:30



SMART Board Introduction

Do you have a new SMART Board in your classroom? Are you getting one soon? During this introduction participants will begin to explore this technology, discover how it works and identify ways to use it with classes. The session will include an opportunity for hands-on practice with the SMART Board and time to explore the new SMART Notebook 11 software. Leave the workshop ready to start integrating the SMART Board into your existing lessons and activities. Bring a flash drive to take home any lessons you create. No previous SMART Board experience is required. NETS-T: 1a, 2a, 3c

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5900S12A6/19/20128:30 – 3:30
5900S12B6/20/20128:30 – 3:30
5900S12C7/19/20128:30 – 3:30
5900S12D8/13/20128:30 – 3:30
5900S12E9/19/20128:30 – 3:30

Also offered online, see page 9

SMART Board Intermediate

SMART Boards and the new SMART Notebook 11 offer teachers and students an opportunity to teach and learn in an interactive environment. After a review of basic tools, we will explore intermediate tools such as themes, tables and object manipulation. Techniques are demonstrated to create effects such as hide and reveal strategies. There will be time to ask questions and work on developing a lesson with the instructor available for questions. Bring a flash drive to take your files with you. This class is designed for teachers who have a SMART Board and have learned and applied the introductory SMART Notebook tools with their students. Prerequisite: Introductory SMART Board and SMART Notebook training and application in the classroom. NETS-T: 1a, 2a, 3c

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5910S12A7/9/20128:30 – 3:30
5910S12B7/24/20128:30 – 3:30
5910S12C8/16/20128:30 – 3:30
5910S12D9/25/20128:30 – 3:30

Also offered online, see page 10

SMART Notebook 11 Overview

NEW

In this workshop, you will learn new features SMART Notebook is offering with its new update, SMART Notebook 11. Some of these features include an activity builder, embedded web browser, contextual toolbar, audio recording and much more. This course is recommended for those people who have worked with previous SMART Notebook Software versions and are looking to see how they can enhance their lessons with the new features. NETS-T: 1a, 2a, 3c, 5c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

5936S12A6/21/20128:30 – 11:30
5936S12B7/26/20128:30 – 11:30
5936S12C8/17/201212:30 – 3:30
5936S12D9/27/20128:30 – 11:30

Also offered online, see page 10

SMART Working with the Lesson Activity Toolkit

The Lesson Activity Toolkit is a resource in the SMART Notebook 11 Gallery. This toolkit provides you with customizable tools and templates that you can use to quickly create professional-looking, appealing and interactive lessons. Learn how to use the toolkit as well as edit the templates to develop materials for your students. Bring curriculum materials and a flash drive to take the resources you create. Intermediate Level: Previous SMART Notebook training and application with students required. NETS-T: 1c, 2a, 2d, 3c

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5913S12A7/3/20128:30 – 3:30
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SMART Board Lesson Development

Attend a session designed to provide the time and support to develop SMART Board and SMART Notebook 11 lessons for your classroom curriculum. After a short introduction, you will have a large block of time to create lessons. The instructor will be available to answer questions, suggest resources and recommend appropriate tools to meet your individual needs. This facilitated learning opportunity is designed for educators with previous SMART Board and SMART Notebook experience and training to work independently. Bring resource materials for lesson development and a flash drive to take your files with you. Prerequisite: Introductory SMART Board and SMART Notebook training and application in the classroom. NETS-T: 2b, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

5928S12A7/20/20128:30 – 11:30
5928S12B8/7/201212:30 – 3:30

A Look at a Day in the Primary Classroom with a SMART Board

Have you had a board in your classroom and feel comfortable creating pages, adding text and graphics, but know there is more you can do? Then come and see how a SMART Board can truly transform your classroom! Get ideas on ways you can maximize your board throughout the day. The instructor will show samples of a typical day-in-the-life of the primary classroom, share some templates and give you time to create your own lessons or modify others'. We will have lots of time to create, so bring any curriculum that may help you develop lessons and a flash drive to save your work. Prerequisite: Introductory SMART Board training and classroom application of Notebook software. NETS-T: 1a, 1b, 2a, 3a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5931S12A6/28/20128:30 – 3:30
5931S12B7/12/20128:30 – 3:30
5931S12B8/6/20128:30 – 3:30

This summer, all SMART classes at TIES will be offered using the new SMART Notebook 11 software

SMART Advanced: Marzano Lesson Creation Strategies that Increase Achievement

Do you feel comfortable using and creating SMART Notebook lessons? Are you ready to focus your attention to ways to improved student achievement by purposefully integrating researched features into your lessons? This workshop will highlight simple strategies that you can incorporate into your lessons which capitalize on Marzano's student achievement findings, including time to create lessons that apply these strategies! Please bring curriculum materials to create lessons or lessons to tweak, as well as a USB flash drive to bring your lessons home.

This class is designed for teachers who have had a SMART Board for at least 6 months and have learned and applied the introductory SMART Notebook tools with their students. Prerequisite: SMART Notebook training and application in the classroom. SMART Response questioning techniques will be touched upon but we will not cover creating question sets. NETS-T: 1a, 1b, 1c, 3a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5933S12A7/13/20128:30 – 3:30
5933S12B8/8/20128:30 – 3:30

SMART Advanced—Effective Teaching Strategies

Effective teaching with a SMART Board is more than knowing the hardware and SMART Notebook software. During this workshop we will use self-assessment and reflection to identify your current stage of SMART utilization and technology integration in order to set goals. We will explore how to apply proven teaching strategies to take your teaching and SMART lesson development to the next level. Please bring an existing SMART Notebook lesson to revise and a lesson not adapted for SMART on a USB flash drive. Prerequisite: SMART Intermediate training and application in the classroom for at least six months. NETS-T: 1a, 2a, 3a, 5c

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5935S12A7/18/20128:30 – 3:30
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SMART Response PE Interactive Assessment

Create a classroom environment where assessment is an engaging and effective part of learning. SMART Response is an interactive student response system that provides group results as well as individual feedback to your questions. Learn how to use this system to create a variety of questions that will help you determine your students understand the content. Bring copies of your assessments to begin creating question sets for your classroom. We will also explore online content available from SMART and using mobile tools (iOS devices, etc.) as responders. Don't forget your flash drive so you can leave with the files you've created. Intermediate level: previous SMART Notebook training and experience is expected.

NETS-T: 1c, 2d, 3c

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

5917S12A7/10/20128:30 – 3:30
5917S12B8/10/20128:30 – 3:30

TIES Training Center Professional Development Classes ■

SMART Notebook Math Tools

An opportunity to see a demonstration of and work with the new Notebook Math Tools. The objective is to be able to create a new Math Notebook File or enhance a current Notebook File with the Math Tools, as well as walk away with a Notebook File utilizing Math Tools and emphasizing higher order thinking skills in mathematics. Focused on middle and high school mathematics.

SMART Notebook Math Tools is a purchased software for grades 7–12. Prerequisites: Intermediate or advanced Notebook User. NETS-T: 1b, 2a, 3c, 3d

Fee: \$160 Non-TIES Member

Windows Classes

5919S12A7/16/20128:30 – 3:30

SMART Substitute Teachers

With the growth of SMART Boards in schools, substitute teachers have an increasing need to work with these interactive tools. In this workshop, we will explore how to use the SMART Board and basic SMART Notebook 11 tools. Participants will focus on how to use the files that other teachers have created and interact with those files using the SMART Tools. You will have the opportunity to practice writing and manipulating objects on a SMART Board as well as within SMART Notebook 11 on a computer using a mouse. NETS-T: 3a, 3c

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

5929S12A8/17/20128:30 – 11:30

CREATIVE APPLICATIONS

MULTIMEDIA PRODUCTION

Adobe Illustrator CS4 Introduction

Adobe Illustrator software is an essential design tool for students and educators who need to express ideas visually—in print, on the web and in any other medium. Illustrator CS4 helps students and teachers create powerful, compelling vector graphics for websites, posters, presentations, brochures, school yearbooks, magazines and much more. In this workshop, you will become familiar with the workspace, explore drawing techniques, work with text, and create a variety of sample projects that you can take with you at the conclusion of the workshop.

NETS-T: 1a, 3a, 4a, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

7530S12A7/9/20128:30 – 3:30

Adobe Illustrator CS4 Intermediate

Adobe Illustrator software is an essential design tool for students and educators who need to express ideas visually—in print, on the web and in any other medium. In this workshop, you will gain a deeper level of understanding as to how the application is used in the industry. In this intermediate-level class, you will create a poster, a web site, and a brochure. Bring a flash drive to take your samples home after the workshop.

NETS-T: 1a, 3a, 4a, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

7535S12A7/23/20128:30 – 3:30

Adobe Photoshop Elements Introduction

Photoshop Elements is an inexpensive and streamlined version of Photoshop that was designed for amateur photographers, hobbyists and educators who wanted an easy-to-use yet powerful digital imaging solution for photo editing. This one-day course will get users of Adobe Elements quickly up to speed with the essentials of the software. Whether you use a digital camera or scan images from traditional film, this course makes an ideal start. You will learn to work with tools, palettes, brushes and eraser tools. Create selections using the wand, lasso and marquee tools. Remove scratches and “red-eye.” Add text to an image. Create and use layers. Save the file and differentiate between the various image formats. NETS-T: 1a, 3a, 4a, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6575S12A6/28/20128:30 – 3:30

Adobe Photoshop Elements Intermediate

Photoshop Elements is an inexpensive and streamlined version of Photoshop that was designed for amateur photographers, hobbyists and educators who wanted an easy-to-use yet powerful digital imaging solution for photo editing. Tap into some of the higher-level capabilities of Photoshop Elements by creating selections with the Selection Brush and using various photo correction techniques, such as adjusting the tonal range with levels and correcting a color cast. Find out how easy it is to hand color photographs and to save images for the web. NETS-T: 1a, 3a, 4a, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6576S12A8/13/20128:30 – 3:30

Adobe Photoshop CS4 Introduction

Adobe Photoshop is the standard for digital image enhancement, photo retouching and image composition. This hands-on course will provide the beginner with an overview of the power of Photoshop to create, edit and enhance digital images. Learn selection techniques and edit photographs. Compose an image using multiple layers. Use the graphic and painting tools of the toolbox. Understand different image formats for print or the Internet. NETS-T: 1a, 3a, 4a, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6580S12A6/26/20128:30 – 3:30

Adobe Photoshop CS4 Intermediate

Adobe Photoshop is the standard for digital image enhancement, photo retouching and image composition. Tap into some of the higher-level capabilities of Photoshop CS4 by learning about masks, the pen tool, paths and the history palette. You will learn to adjust resolution and image size, edit images using masks, and apply layer effects. Bring your own digital photos to work with if you'd like. NETS-T: 1a, 3a, 4a, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6590S12A7/25/20128:30 – 3:30

GarageBand 11 in the Classroom

With GarageBand 11 you can easily bring the excitement of digital music and audio manipulation into your classroom. In this class, you will learn how to create original audio projects by simply combining prerecorded loops, recording our own voices and using midi keyboards to record different sounds. No music experience is necessary but can be a great asset when working with this tool. No prior experience with GarageBand is required, but you should be familiar with the MAC operating system. NETS-T: 1a, 1d, 2c

Fee: \$160 Non-TIES Member

Macintosh/Windows Classes

6013S12A7/10/20128:30 – 3:30

Google Sketchup Basics

Google SketchUp can be used to create 3D models quickly and easily. Learn the basic tools to create shapes and sculptures in this workshop. You will explore how these tools can be combined to add dimension to your projects and will work on an example project to get started with the tools with room to creatively explore. There will be open discussion and sharing of resources on how you can use this in your classroom.

NETS-T: 1a, 2c, 2b

Fee: \$160 Non-TIES Member

Macintosh Classes

6028S12A7/20/20128:30 – 3:30

iMovie 11 Introduction

The newest version of iMovie adds a new dimension to the movie creation process. Learn how to import digital video footage, edit the clips, rearrange scenes, add transitions/effects and use photos from your photo library to create stunning video projects. We will also take a look at the new features such as Movie Trailers and Audio Editing. No prior video experience is required, but you should be familiar with the Mac operating system.

NETS-T: 1a, 3b, 3c

Fee: \$160 Non-TIES Member

Macintosh Classes

4469S12A7/3/20128:30 – 3:30

4469S12B8/16/20128:30 – 3:30

Windows Live Movie Maker

Windows Live Movie Maker, a free Microsoft product for the Windows 7 environment, includes all the tools and features you will need to create movies that have a professional look and feel. In this class for the beginning movie maker, we will plan and place video clips and photos in the story board or timeline, trim the clips and add video effects, transitions, titles and credits, music and narration. We will likely have a chance to take a little raw video footage and add that to our creations as well. Bring a DVD, CD or USB drive to carry your fantastic creations back to the office or classroom to share your creative triumph. NETS-T: 1a, 1c, 3c, 4a

Fee: \$160 Non-TIES Member

Windows Classes

4484S12A9/20/20128:30 – 3:30



ONLINE COLLABORATION TOOLS

Google Applications Overview

This workshop will introduce free tools from Google that allow you to save time on meetings and classroom organization. Google Sites provides free hosting for information and files. Google Calendar helps to manage time and coordinate schedules. Google Docs allows virtual collaboration on documents, spreadsheets and presentations. NETS-T: 1c, 2b, 3b

Fee: \$80 Non-TIES Member

Macintosh/Windows Classes

6029S12A 6/28/2012 8:30 – 11:30

6029S12B 8/22/2012 8:30 – 11:30

6029S12C 9/20/2012 8:30 – 11:30

ONLINE COURSES

Becoming an Online Educator Using Moodle

This hybrid face-to-face and online course will show you how to transfer your classroom experience to the online environment using Moodle learning management software. During the four weeks, you'll have the opportunity to be a student in our mutual course as well as begin to design your own course as an instructor. Students participating in this course will be able to set up a course on the TIES Moodle server at no cost for six months after the course is over. Two graduate credits are available from Hamline University for an additional \$300.

Requirements are at

<http://learntech.ties.k12.mn.us/gradcredit.html>

NETS-T: 1d, 2b, 3b, 5a

Fee: \$320 Non-TIES Member

Macintosh/Windows Online Courses

OL1050S12A begins 7/11/2012 (four weeks)

Includes two face-to-face sessions at TIES:

Wednesday sessions

7/11/2012 and 7/25/2012 8:30 – 3:30

Building Online Communities

During this four-week online workshop, we will explore the meaning and development of community in an entirely online environment or in a hybrid model. As a participant in this workshop, you will review resources, participate online in Moodle, and explore technology tools in Moodle and elsewhere on the Internet. Leave with strategies and resources to help you develop a sense of community online with your students and colleagues. Six CEUs available. but the success of the course depends on consistent participant input throughout the online workshop. NETS-T: 1d, 4c, 5c

Fee: \$160 Non-TIES Member

Macintosh/Windows Online Courses

OL3705S12A begins 7/23/2012 (4 weeks)

Excel Intermediate Online

This online workshop will use the new "Ribbon interface" of Excel 2010 or 2011. The Ribbon interface has replaced the menu bars, tool bars, and task panes of earlier versions of Excel. Build on the skills you developed in Excel 2010 or 2011 Introduction. This workshop will focus on working with functions, multiple worksheets and some of the data commands. Participants in this workshop will use average, vlookup and the if functions, manage multiple sheets in a workbook, use range names and create 3D formulas. We will also take a look at some of the new features of Excel like SparkLines. Experience with Excel 2010 or 2011 or participation in an introductory workshop for one of these programs is strongly recommended before taking this online workshop.

Six CEUs available. NETS-T: 1b, 2a, 2b

Fee: \$160 Non-TIES Member

Macintosh/Windows Online Courses

OL3236S12A begins 8/6/2012 (4 weeks)

Google Applications Overview—Online Self-Paced

This online self-paced course will introduce free tools from Google that allow you to save time on meetings and classroom organization. Google Sites provides free hosting for information and files. Google Calendar helps to manage time and coordinate schedules. Google Docs allows virtual collaboration on documents, spreadsheets and presentations. Three CEUs available.

NETS-T: 1c, 2b, 3b, 3a

Fee: \$80 Non-TIES Member

Macintosh/Windows Online Courses

OL6038S12A begins 6/19/2012 (4 weeks)

Office 2010 for Windows Overview for Experienced Users—Online Self-Paced

Office 2010 has a whole new look. The formatting palette, toolbox and toolbars have been replaced by the ribbon, tabs, groups, commands, dialogue box launchers, mini toolbars, and more. Come to this workshop to explore and practice the new versions of Word, Excel and PowerPoint. This workshop takes place entirely online in Moodle. Previous experience with Microsoft Office products is required. Three CEUs available.

NETS-T: 1b, 3a, 3b, 3c, 3d

Fee: \$80 Non-TIES Member

Windows Online Courses

OL0210S12A begins 6/18/2012 (4 weeks)

OL0210S12B begins 7/10/2012 (4 weeks)

Office 2011 for Macintosh Overview for Experienced Users—Online Self-Paced

Where is the Toolbox? How do I print? Office has a whole new look. The formatting palette, toolbox and toolbars have been replaced by the ribbon, tabs, groups, commands, dialogue box launchers, mini toolbars, and more. Come to this workshop to explore and practice the new versions of Word, Excel and PowerPoint. This workshop takes place entirely online in Moodle. Previous experience with Microsoft Office products is required.

Three CEUs available. NETS-T: 1b, 3a, 3b, 3c, 3d

Fee: \$80 Non-TIES Member

Macintosh Online Courses

OL0211S12A begins 6/18/2012 (4 weeks)

PowerPoint Intermediate Online

NEW

This workshop will use the Ribbon interface of PowerPoint 2010 or PowerPoint 2011. The newest versions of PowerPoint have upgraded features to simplify creating a presentation. Take the next steps and build on what you learned in the introductory level of this series, discover some of the features of PowerPoint 2010 or 2011 that can be used to customize a presentation so they don't look like everybody else's. Insert hyperlinks and action buttons, make changes to the master slide, insert movies and sounds and work with animations. Experience in PowerPoint 2010 or 2011 or participation in an Introduction to PowerPoint 2010 or 2011 workshop is strongly encouraged before taking this online workshop. Six CEUs available. NETS-T: 3c, 4a, 2b

Fee: \$160 Non-TIES Member

Macintosh/Windows Online Courses

OL5687S12A begins 7/30/2012 (4 weeks)

Project Based Learning Online

Project Based Learning (PBL) is an instructional method that engages students in inquiry to address real world questions using 21st Century Skills and meaningful content. During this four week online workshop, participants will explore the Buck Institute for Education's online PBL modules. Then have the opportunity to prepare a plan for implementing a PBL unit. The content is available anytime and any place with Internet access, but participants are expected to participate on a weekly basis and contribute meaningfully to the online discussions.

Six CEUs available. NETS-T: 5a, 1a, 1b, 2b

Fee: \$160 Non-TIES Member

Macintosh/Windows Online Courses

OL3700S12A begins 7/9/2012 (4 weeks)

SMART Board Introduction—Online

Do you have a new SMART Board in your classroom? Are you getting one soon? During this introduction participants will begin to explore this technology, discover how it works and identify ways to use it with classes. The online course in Moodle will include practice activities and exploration in the SMART Notebook 11 software. Complete the workshop ready to start integrating the SMART Board into your existing lessons and activities. Internet access and SMART Notebook 11 software required; access to a SMART Board is not required but hands-on practice can be helpful. No previous SMART Board experience is required. Optional online discussion with instructor held during SMART-Office Hours Webinar. Six CEUs available. NETS-T: 1a, 2a, 3c, 5a

Fee: \$160 Non-TIES Member

Macintosh/Windows Online Courses

OL5900S12A begins 7/9/2012

This summer, all SMART classes at TIES will be offered using the new SMART Notebook 11 software

When registering for a full class your name will be placed on a waiting list and you will be contacted if an opening becomes available.

TIES Training Center Professional Development Classes

SMART Board Intermediate Online

SMART Boards offer teachers and students an opportunity to teach and learn in an interactive environment. This online course in Moodle will review basic tools, explore intermediate tools such as themes, tables, and object manipulation. Techniques are demonstrated to create effects such as hide and reveal strategies. Time to explore resources to use with your SMART Board. Internet access and SMART Notebook 11 software required; access to a SMART Board is not required but hands-on practice can be helpful. This class is designed for teachers who have a SMART Board and have learned and applied the introductory SMART Notebook tools with their students. Up to six CEUs available, depending on level of completion and participation. NETS-T: 1a, 2a, 3c

Fee: \$160 Non-TIES Member

Macintosh/Windows Online Courses

OL5910S12A begins 9/17/2012

SMART Notebook 11 Overview Online

In this online workshop, you will learn new features SMART Notebook is offering with its new update, SMART Notebook 11. Some of these features include an activity builder, embedded web browser, contextual toolbar, audio recording and much more. This online course in Moodle will include practice activities and exploration in the SMART Notebook 11 Software. Internet access and SMART Notebook 11 software is required. This course is recommended for those people who have worked with previous SMART Notebook Software versions and are looking to see how they can enhance their lessons with the new features. Optional online discussion with instructor held during SMART-Office Hours Webinar. Three CEUs available. NETS-T: 1a, 2a, 3c, 5c

Fee: \$80 Non-TIES Member

Macintosh/Windows Online Courses

OL8034S12A begins 7/30/2012

OL8034S12B begins 9/10/2012

This summer, all SMART classes at TIES will be offered using the new SMART Notebook 11 software

Word Intermediate Online

NEW

This workshop is an intermediate level workshop for Word 2010 for Windows or Word 2011 for Macintosh. Features to be covered will include the Windows Ribbon feature, document formatting, illustrations, word art, tables of contents, bibliographies, page layouts, and mailings. Participants will leave this workshop with a thorough understanding of most of the capabilities of Word 2010 for Windows or Word 2011 for Macintosh. Experience with using Word or attendance at a Word 2010 or 2011 Introduction class is highly recommended. Six CEUs available. NETS-T: 3a, 3d

Fee: \$160 Non-TIES Member

Macintosh/Windows Online Courses

OL1241S12A begins 7/16/2012

WEBINARS

Spend time with a TIES instructor in an online session. Connect over the Internet from your computer and telephone. Easy directions, e-mailed to you before the webinar, include a web page and conference phone call. Once connected, you will see the instructor's presentation on your computer and hear it over the phone. You are able to ask questions and share ideas as you interact with the instructor and other participants. Discover the ease and flexibility of learning through a webinar.

Digital Storytelling Overview

Digital storytelling uses a variety of digital tools including digital pictures, video clips, graphics, music, sound and transitions to tell a story. Each digital story becomes a tale that evokes pride and self-esteem in expressing a story that needs to be told. During this webinar we will look at some of the elements of Digital Storytelling as a precursor to the Digital Storytelling Academy in July. This webinar is open to all. NETS-T: 1a, 3b, 3c

Fee: \$50 Non-TIES Member

Macintosh/Windows Classes

OL8155S12A 7/11/2012 9 – 10 a.m.

Google Calendar–

Gcal and Gvent Tricks for Teachers

Calendar management can be such an annoyance and sharing calendars with multiple people can make things tougher. Learn more about the power of the Google calendaring tools to simplify things. Use your Text Messaging enabled cell phone to send calendar events and invitations to your Google Calendar account. You should have a Google account before class starts. Additionally have some specific ideas of issues with calendaring with which you are struggling and get some time to consult with the instructor and the class. NETS-T: 3a, 4b, 1c, 2b

Fee: \$50 Non-TIES Member

Windows Classes

OL6039S12A 8/6/2012 7 – 8:30 a.m.

OL6039S12B 8/6/2012 12:30 – 2 p.m.

Integrating Technology using Technological, Pedagogical and Content Knowledge (TPCK)

Technological Pedagogical Content Knowledge (TPCK) is a framework that attempts to capture these three essential qualities required by teachers for technology integration. In this webinar explore how these three forms of primary knowledge interact to create TPCK. Consider how this framework interplays with your own teaching and learning. We will also look at activities you can use with your colleagues and for your own professional development to integrate technology into your classroom. NETS-T: 5a, 5c

Fee: \$50 Non-TIES Member

Macintosh/Windows Classes

OL7500S12A 7/16/2012 3 – 4 p.m.

Internet Safety and Cyberbullying Tools and Resources

With the influx of social media in our lives and the lives of teenagers around the world we have seen some traumatic effects of how online social interaction can go wrong. During this one-hour webinar we will look at tools and online resources that can help start the discussion of appropriate interaction online starting in elementary school through high school. NETS-T: 4a, 4c

Fee: \$50 Non-TIES Member

Macintosh/Windows Classes

OL1155S12A 6/22/2012 9 – 10 a.m.

OL1155S12B 7/20/2012 9 – 10 a.m.

OL1155S12C 8/10/2012 9 – 10 a.m.

OL1155S12D 9/28/2012 9 – 10 a.m.

Moodle–Compact Course Design Webinar

When teachers first create courses in Moodle, they create courses as large scrolling lists of resources and activities. While effective, they can be text-intensive for students to follow. This webinar will demonstrate three techniques for compacting the large scrolling list into smaller self-contained units. Participants should have an understanding of Moodle and an existing course. NETS-T: 3a, 3c

Fee: \$50 Non-TIES Member

Macintosh/Windows Classes

OL1054S12A 7/24/2012 1 – 2 p.m.

Moodle–Embedding Content Webinar

When using Moodle, teachers need to remember that Moodle doesn't provide content, it is drawn from several sources. One of the easiest ways to add content to a course is to embed it from another web site. This webinar will expose participants to several sources for embedded content and demonstrate how to add it to courses using HTML code. Participants should have an understanding of Moodle and an existing course. NETS-T: 3a, 3c

Fee: \$50 Non-TIES Member

Macintosh/Windows Classes

OL1053S12A 7/12/2012 1 – 2 p.m.

Office 2011 for Macintosh Ribbon

The Ribbon is new for Macintosh users in Microsoft Office 2011. This webinar will help you find the tools and resources you've previously accessed through the toolbox, toolbars and menus. Recognize how intuitive the ribbon structure is by learning the tab, group and command structure. Understand when and how specialized resources appear on the ribbon for specific tasks. Familiarity with a previous version of Microsoft Office is expected. NETS-T: 1b, 3a, 3b, 3c, 3d

Fee: \$50 Non-TIES Member

Macintosh Classes

OL0212S12A 6/21/2012 3 – 4 p.m.

Go to www.ties.k12.mn.us for...

- class descriptions
- open and closed classes
- directions to TIES
- registration procedures



Project Based Learning Overview

Project Based Learning (PBL) is an instructional method that engages students to address real world questions using 21st Century Skills and meaningful content. Participants will be introduced to the Buck Institute's PBL model, learn the 5 step process for designing a successful project based learning unit and identify further resources for continuing their explorations into PBL.

NETS-T: 5a, 1a, 1b, 2b

Fee: \$50 Non-TIES Member

Macintosh/Windows Classes

OL4550S12A. 9/17/2012 3 – 4 p.m.

Planner

TIES 2012 EDUCATION TECHNOLOGY CONFERENCE

December 8 – 11, 2012

Hyatt Regency Minneapolis

Come together with more than 2,700 educators, administrators and technology specialists at Minnesota's largest education technology conference.

Class Prerequisites

TIES classes are developed with the following expectations of participants:

All class participants already know how to...

- Navigate around the desktop using a mouse
- Open and close applications and files
- Save a file

Additional prerequisites are listed for classes that require more knowledge.

When registering for a full class your name will be placed on a waiting list and you will be contacted if an opening becomes available.

TIES Training Center Professional Development Classes are identified with ISTE's Educational Technology Standards for Teachers. For more information go to: <http://www.iste.org/>

NETS FOR TEACHERS 2008

CLASSES TAILORED FOR INDIVIDUAL DISTRICTS

Every TIES class listed in this brochure, including webinars, Urban Planet and School TIES, can be taught in your district and can be customized to meet specific needs.

For more information, contact
Dorothy Harmon at 651-999-6503
dorothy.harmon@ties.k12.mn.us

Urban Planet powered by TIES—school and district web sites

Create complete, dynamic web sites in minutes—with no big budget or web expertise! Urban Planet by TIES is the ideal low-cost solution for communicating with parents, students and the community.

For more information:

http://learntech.ties.k12.mn.us/Urban_Planet_CMS.html

- Easy-to-use templates let you create your web site in minutes.
- Saves money because no designer or server is required
- No software to install or download and no training needed
- Works on PCs and Macs
- Multiple users can be authorized to create and update pages.
- No ads or company logos
- Live local technical support

SchoolTIES—instant teacher web pages

With SchoolTIES, you can:

- Create easy-to-navigate classroom web pages in minutes, with SchoolTIES Editor
- Set up calendars, assignment lists, photo albums and resource lists for students and parents
- Customize your pages and cut-and-paste text from a word processing application, retaining the formatting
- Attach worksheets or other files for students to download

SchoolTIES has:

- Welcome message and page title that can be changed as often as you like
- A printable calendar that can be viewed by week, month or list of items
- Assignments options that let you view by class, due date or assigned date
- Photo album that displays photos or student work, complete with titles and captions
- Easily updated Resource List with links to useful web sites

For more information:

<http://www2.informns.k12.mn.us/schoolties/>

Looking for web-based classroom resources?

Visit the TIES InformNs web site

www.informns.k12.mn.us

- MN Learning Loop Teacher Resource Center
- Internet2 Classroom Projects and Collaborations
- ThinkQuest International Challenge
- Thinkfinity/MarcoPolo web sites
- Internet Safety



Join us to discover the power of merging the art of storytelling with the fun of using digital tools.



An Immigrant's Journey

Session 8155S12A

July 31 – August 2, 2012

8:30 a.m – 3:30 p.m.

TIES ■ 1667 Snelling Ave. N. ■ St. Paul MN 55108

Cost: \$299 TIES Member and Non-TIES Member

Ready to explore a new and engaging process to incorporate 21st Century Skills in your classroom? The Digital Storytelling Academy provides an opportunity for you to use your own experiences to create a digital narrative that highlights lessons learned, explain solutions, while sharing meaning and hope. Learn the process by creating your own digital story during the academy. Leave ready to implement the process with your students and encourage them to use their own voices.

During the academy, you will find or use your own pictures and audio to tell a story that documents challenges, highlights lessons learned, explains solutions and shares meaning and hope. You will also have the opportunity to work with other academy participants and facilitators to discuss lesson plan ideas, content standards, assessment methods and tools, and various learning styles.

Through an artful combination of audio and video tools, you will discover the power of merging the art of storytelling with the methods of implementing digital tools. Emphasis will be placed on the process of Digital Storytelling using free online resources available to both Macintosh and Windows computers that are copyright friendly. The process and skills can easily be applied to many audio-video software applications. NETS-T: 1a, 2a, 3a, 4a

The Digital Storytelling Academy will be facilitated using an online audio-video creation tool. We will also be able to support you in the storytelling process using iMovie and Movie Maker/Audacity if you already know those tools. One graduate credit is available from Hamline University for an additional \$150. Requirements are available at...

<http://learntech.ties.k12.mn.us/gradcredit.html>

Name _____

Position _____

School _____ District _____

Daytime phone _____ Home phone _____

Summer Mailing Address _____

City _____ State _____ Zip _____

School district e-mail address _____

Secondary e-mail address _____

Method of Payment

☐ Check (payable to TIES) ☐ Purchase order # _____

☐ Credit card (payment can only be made in person)

2012 – 2013 Technology Integrationist Cohort

...a year-long learning opportunity



www.ties.k12.mn.us

Session 1400S12A

August 14, 2012 – June 1, 2013

First face-to-face sessions at TIES, August 14 and 15, 2012, 8:30 a.m – 3:30 p.m.

TIES Learning and Technology Department ■ 1667 Snelling Ave. N. ■ St. Paul MN 55108

Cost: \$1,200 TIES Member, \$1,600 Non-TIES Member

A Tech Integrationist has responsibility (formally or informally) for helping other teachers integrate technology in their classrooms. The new TIES Technology Integrationist Community of Learning (TICL) Cohort will begin August 14 and 15 with two days of face-to-face training. This extended professional development program will run from August 2012 to June 2013 with 60 hours of training that includes face-to-face training, online forums and sharing, individual onsite coaching and opportunities to present at conferences and meetings.

Participants in this program will learn and practice:

- effective models of technology integration
- inquiry-based, student-centered learning models
- strategies for working with teachers on integrating technology
- opportunities to facilitate change in their school
- ways to share experiences with other integrationists

Districts/schools will be required to provide a laptop for each participant and a support team at the school/district.

Ten month program includes:

- two opening face-to-face trainings on August 14 and 15
- three additional face-to-face training days, one each in October, February and May
- nine 1 hour coaching sessions either face-to-face or video
- one day school site visit to observe integration activities
- one day of attendance at TIES 2012 conference
- online discussions and sharing

CONTACT INFORMATION:

Marla Davenport ■ Tel 651-999-6502 ■ marla.davenport@ties.k12.mn.us ■ Fax 651-999-6598

Name _____

Position _____

School _____ District _____

Daytime phone _____ Home phone _____

Mailing Address _____

City _____ State _____ Zip _____

e-mail address _____

Method of Payment

☐ Check (payable to TIES) ☐ Purchase order # _____

☐ Credit card (payment can only be made in person)

REGISTRATION PROCEDURES

TIES Member District Staff

1. **Registration**—To register for a class or project, use the registration form on the inside. **You can register for two different classes on each form.** Copy the form as needed.
2. **Online registration**—TIES member staff with KeepCertified accounts or anyone who registered for a TIES Learning and Technology class after October 15, 2010, may register online by logging in to KeepCertified (*see list below of KeepCertified districts).
3. **Fees**—Most classes are available at no cost to TIES member districts and are offered on a space-available basis in the order registrations are received. TIES coordinators must authorize attendance at a class on the registration form. If there is a fee it is indicated as a member fee.
4. **Authorization code**—An authorization code is required for all class registrations. Follow your district procedures so that an authorization code is assigned before forwarding your completed registration form to TIES. **You will receive an e-mail notice of your registration status before the class. You may also call or e-mail to check the status of your registration if you haven't received your confirmation notice.** The e-mail notice includes a link to a map of our location.
5. **Cancellation policy**—To cancel a confirmed registration for a class, please notify Dorothy Harmon at 651-999-6503 **at least two weeks** before the scheduled class date. **A \$50 fee will be billed to districts for any no-shows or cancellations made within two weeks of the class.** Districts may substitute another participant for the registered person at any time.

Non-TIES Member

1. **Registration**—To register for a class or project, use the registration form on the inside. **You can register for two different classes on each form.** Copy the form as needed. **You will receive an e-mail notice of your registration status before the class. You may also call or e-mail to check the status of your registration if you haven't received your confirmation notice.** The e-mail confirmation notice includes a link to a map of our location.
2. **Online registration**—Districts with staff KeepCertified accounts may register online by logging in to KeepCertified (*see list below).
3. **Fees**—Fees for each class are listed with the description. Payment must accompany each registration. Registrations without payment method indicated will not be processed and will be returned.
4. **Cancellation policy**—To cancel a confirmed registration for a class, please notify Dorothy Harmon at 651-999-6503 **at least two weeks** before the scheduled class date. **Participants who fail to cancel at least two weeks before the class will forfeit the class fee.** Districts may substitute another participant for the registered person at any time.

Cancellation of TIES classes due to inclement weather will be posted on the TIES web site, announced on WCCO radio and announced on the TIES class voice mail at 651-999-6500.

*TIES members using KeepCertified—

Burnsville-Eagan-Savage
Edina
Fridley
Inver Grove Heights
Orono
Osseo
Richfield
Rosemount-Apple Valley-Eagan
Westonka
West St. Paul-Mendota Heights-Eagan
West Metro Education Program

*Other districts using KeepCertified—

Eastern Carver County
Robbinsdale
Wayzata

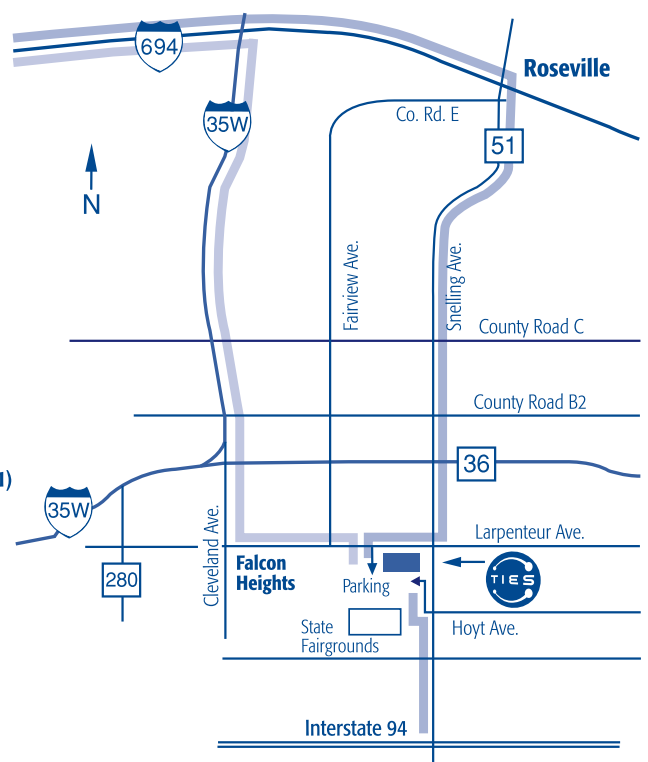
For information about KeepCertified contact Greg Bartley, 651-999-6501 or greg.bartley@ties.k12.mn.us

TIES
1667 Snelling Ave. N.
St. Paul, MN 55108-2131
651-999-6000

Northbound and Southbound 35W—Take the Cleveland Ave. S. exit to Larpeteur Ave. Turn left onto Larpeteur, continue east eight-tenths of a mile. (TIES Larpeteur parking lot is located just past the State Fairgrounds parking entrance.) Take a right at the garage on the premises. Drive to parking lots west of garage or on south side of the main building.

Northbound Snelling Ave. (MN 51) from Interstate 94—Take the Snelling Ave. N. exit. Go north on Snelling for nearly three miles to Hoyt Ave. Take a left onto Hoyt Ave. and a right onto Snelling Drive frontage road, continue north one block to parking lots west of garage or on south side of the main building

Enter TIES Training Center through west door.





TIES REGISTRATION

Please duplicate this form as needed. Please print or type. Phone registrations are not accepted.

1. CONTACT INFORMATION

Name _____

Position: ☐ Secretarial/Clerical ☐ Administrative ☐ Teacher (K-6)
☐ Media Specialist/Technical Support ☐ Teacher (7-12) ☐ Other _____

SCHOOL _____ DISTRICT # _____

DAYTIME PHONE () _____ HOME PHONE () _____ FAX () _____

SUMMER MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SCHOOL DISTRICT E-MAIL ADDRESS (REQUIRED) _____

SECONDARY E-MAIL ADDRESS _____

2. CHOOSE YOUR CLASSES AND PREFERRED TIMES

To find out which classes are *open, check the online class database at www.ties.k12.mn.us

SESSION TITLE: _____

	SESSION NUMBER	DATE	TIME	FEE
1st choice:				
2nd choice:				

SESSION TITLE: _____

	SESSION NUMBER	DATE	TIME	FEE
1st choice:				
2nd choice:				

3. METHODS OF PAYMENT

TIES Member Districts

Signature/code authorizing your attendance:

_____ / _____

Follow your district registration procedure to submit this form.

Non-TIES Member Payment Method

Total amount: \$ _____

Please indicate method of payment.

- ☐ Check (payable to TIES and send with registration)
☐ Purchase order (fax or send with registration)
☐ Credit card*

**Payment by credit card can only be made in person*

How to register online—see page 14, number 2

Please fax your registration to TIES at 651-999-6598 unless the payment method is by check, in which case it should be mailed to TIES. (If you fax your registration, please **do not mail** a copy to TIES.) *Registrations without an authorizing signature or method of payment will be returned.*

Class registration

TIES Learning and Technology Department

1667 Snelling Ave. N., St. Paul MN 55108-2131

Fax: 651-999-6598 • www.ties.k12.mn.us

Registration information: 651-999-6503

** When registering for a full class, your name will be placed on a waiting list and you will be contacted if an opening becomes available.*

Because some classes have similar titles, please be sure you are registering for the one you want.



TIES Learning and Technology Department
Professional Development Classes

1667 Snelling Avenue North
St. Paul MN 55108-2131

**TIES 2012 EDUCATION
TECHNOLOGY CONFERENCE**

December 8 – 11, 2012
Hyatt Regency Minneapolis

*Come together with more than 2,700 educators,
administrators and technology specialists
at Minnesota's largest education
technology conference.*

www.ties.k12.mn.us

■ An education technology collaborative, TIES offers cutting-edge school administration software, hardware and software, Internet services and professional development designed by educators for education.